

PAYMENT OPTIONS

Welcome to Texas A&M International University. TAMIU has the following options available to help pay for your college education. If you have any questions please feel free to contact the Business Office at (956) 326-2140. **Please Note: Registration for classes will not be automatically cancelled due to non-payment.** If you decide not to take classes you must call or go by the Registrar's Office.

Payment Deadlines: Spring 2005.....January 7th

CREDIT CARDS

The University accepts Visa, MasterCard, American Express and Discover for payment of tuition and/or supplies subject to the following conditions:

1. Students must present a current University identification card or current driver's license.
2. Students using parents' card must have an authorization letter for such use.
3. All amounts will be verified with the BankCard Center.
4. American Express requires that only the member use the card. No exceptions.

INSTALLMENT PAYMENT PLAN

An installment payment plan is available to most students under the provisions of House Bill 558. The installment payment option requires that one-half of tuition and fees be paid in advance of the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and final one-quarter payment before the beginning of the eleventh class week. Subsequent installment payment should be made directly to the Business Office. A late payment fee of \$15.00 will be added to each installment not received by the due date. [A processing fee of \\$30.00 is payable with the first installment.](#)

****Note: Installment option is only available during Fall and Spring Semesters.****

STUDENTS UTILIZING THE INSTALLMENT OPTION MUST EXECUTE A PROMISSORY NOTE WHICH SETS FORTH THE CONDITIONS AND REPAYMENT SCHEDULE OF THE PAYMENT PLAN SELECTED. UNDER THE PROVISIONS OF THE INSTALLMENT PAYMENT OPTION IN HOUSE BILL 558, A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE.

***FIRST PAYMENT MUST BE MADE BEFORE THE CENSUS DATE (January 25th)**

Students registering for classes during WEB Registration and would like to utilize this option must sign the Installment Payment Plan at the Business office.

Students receiving Emergency Tuition Loans or need-based financial assistance equal to or greater than the amount of tuition and fees at the time of registration are not eligible to pay tuition and fees by installment.

EMERGENCY LOANS

Emergency loans for payment of tuition and fees or books are available on a limited fund basis for qualifying students. Eligibility requirements include: maintenance of satisfactory academic progress, good credit history with the University, and a reliable means of repayment.

All loan applications are subject to credit verification. Applications will not be processed from any student with an outstanding balance on a previous emergency loan or a current financial assistance hold.

A \$10.00 processing fee will be added to each loan at the time of application. All students applying for Emergency Loans must be registered and have a completed application. All emergency loans are processed on a first-come-first-served basis as long as funds are available.

For Applications for Emergency Tuition and Book Loans processing, please see the Financial Aid Office. Loans will be processed until funds have been exhausted.

It is ultimately the student's responsibility to plan and pay for all needed books and/or supplies in a timely fashion.

WEB PAYMENTS

Login to Student Services and click on Account Summary/Credit Card Payments

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student's removal from the University and/or exclusion from final exams and/or further enrollment. Financial obligations also may include, but are not limited to, returned checks, returned check charges, lost or damaged library book charges, loss or breakage of instructional material or equipment, and/or Emergency loans or tuition installment loans. Delinquent accounts are in jeopardy of being sent to a Collection Agency where the collection fees are an additional charge incurred by the student.

RETURNED CHECK POLICY

When students write checks which are not honored by the bank and are subsequently returned unpaid to the University, the individual who gave the check will be notified. Within seven (7) days of such notification, the individual should pay the amount of the check plus a returned check charge of \$25.00 to:

*Business Office
Texas A&M International University
5201 University Blvd
Laredo, Texas 78041*

This may be done in person or by mail and must be in the form of cash, money order, or cashier's check. The University cannot accept a personal check in payment of a returned check. Should a returned check not be paid within the time allotted, the individual will be

subject to disciplinary action which may include removal from the University and legal action allowed by law. ***Check writing privileges will be suspended for two years if a second check is returned to the University.***

REFUND OF TUITION AND FEES - LONG SEMESTERS (i.e Spring 2005)

1. A student dropping a course or courses yet remaining enrolled in the University for at least one course may apply for a refund of applicable tuition and fees as follows:

100% prior to and including the twelfth (12th) class day. (4th class day for summer sessions) No refunds for dropping classes after the 12h class day. For Spring 2005, it will be January 26, 2005.

2. A student officially and completely withdrawing from the University during the Fall, Spring and Summer semesters may apply for a refund of applicable tuition and fees according to the following schedule:

LONG SEMESTER

100% prior to the University's first official class day

80% during the first five class days

70% during the second five class days

50% during the third five class days

25% during the fourth five class days

SUMMER SEMESTERS

100% prior to the University's first official class day;

80% during the first, second or third University class day;

50% during the fourth, fifth, or sixth University class day;

No refunds thereafter. See the semester's course schedule booklet for specific dates.

A review of accounts is done at the conclusion of the withdrawal refund period to insure proper payment of tuition and fees. Refunds will be processed after each audit, which are usually conducted on a weekly basis. Refunds are available by check. To receive a refund by check your billing address needs to be up to date. Also your permanent and local addresses must be current in order to receive all vital information. Please update your addresses with the Registrar's Office.